



**WEAKLEY COUNTY DEPARTMENT OF FINANCE**

8319 Highway 22, Suite B

Dresden, TN 38225

[www.weakleycountyttn.gov](http://www.weakleycountyttn.gov)

T: (731) 364-5429

F: (731) 364-3858

June 24, 2016

To Whom It May Concern:

The Weakley County Department of Finance will be receiving bids for the purchase of the following items:

**Paper Supplies**

Attached please find a copy of the minimum specifications required. If you are interested, your bid should be submitted in accordance with the attached instructions.

Any questions, please contact the undersigned.

Thank you,

Kellie Thayer,

Interim Director of Finance

Enclosures

**WEAKLEY COUNTY, TENNESSEE**

**INVITATION TO BID**

**BID # 2017 - 01**

The Weakley County, Tennessee Department of Finance will be accepting bids on the following items:

**Paper Supplies**

Information can be obtained from the Department of Finance, 8319 Highway 22, Suite B, Dresden, TN, 38225 between the hours of 8:00 A.M. and 4:30 P.M.

Bids will be accepted **until 10:00 A.M., JULY 19, 2016**. Bids should be sealed and marked on the outside of the envelope **"SEALED BID # 2017-01 - Paper Supplies"**

Weakley County Department of Finance is an Equal Opportunity Employer and does not discriminate based upon race, creed, national origin, or gender.

Bids may be hand delivered or mailed to:

**Director of Finance  
Weakley County, Tennessee  
8319 Highway 22, Suite B  
Dresden, TN 38225**

Bid document may be downloaded at [www.weakleycountyttn.gov](http://www.weakleycountyttn.gov).

Any questions concerning the bid should be made to Kellie Thayer, Interim Director of Finance.

# **WEAKLEY COUNTY, TENNESSEE**

## **BID SPECIFICATIONS**

### **BID # 2017-01**

Bidder may bid on any or all items as specified below. All prices should be quoted FOB, Delivery Point, Weakley County, TN. (A summary of quantities to be purchased by delivery point is included with this bid). Bidder should include any technical data sheets/brochures that would be helpful in determining bid compliance with minimum specifications.

#### **NOTE: DELIVERY CONDITIONS/SPECIFICATIONS**

**All items** listed in the bid should be delivered on a **one-time delivery** status. Items should be delivered as soon as possible **after** July 20, 2016. All items should be complete upon delivery. The bid period is for a six-month period. Invoices should be made separately for each office/department/school/cafeteria as indicated on the tabulation list included in this bid.

Items ordered by each cafeteria should be delivered to each cafeteria and accepted by that specific cafeteria manager. See attached school cafeteria manager listing. Payment will be made on delivered goods.

If the bidding agent has any bidding violations or ethic law violations have been brought against them, please explain.

Bids will be reviewed and awarded on the basis of the lowest and best bid as determined by the Director of Finance.

Owner reserves the right to reject any and all bids.

No bidder may withdraw his bid within 30 days of the actual opening thereof.

Any questions concerning the bid should be directed to Kellie Thayer, Interim Director of Finance.

**WEAKLEY COUNTY, TENNESSEE  
PAPER SUPPLIES  
FY 2016-2017 (Bid #2017-01)**

**DEPARTMENT / SCHOOL CODES – DELIVERY ADDRESSES**

**COURTHOUSE (DRESDEN, TN)**

Weakley County Circuit Court, 2 <sup>nd</sup> Fl., Courthouse, Dresden	CIRCUIT
Weakley County Trustee, 1 <sup>st</sup> Fl., Courthouse, Dresden	TRUSTEE
Weakley County Clerk, 1 <sup>st</sup> Fl., Courthouse, Dresden	COUNTY CLERK
Weakley County Register of Deeds 1 <sup>st</sup> Fl., Courthouse, Dresden	REG DEEDS
Weakley County Property Assessor Basement, Courthouse, Dresden	PRTY ASSESSOR
Weakley County Chancery Court, 3 <sup>rd</sup> Fl., Courthouse, Dresden	CHANCERY

**OTHER COUNTY BUILDINGS**

Department of Finance, 8319 Hwy. 22, Suite B, Dresden	FIN
Weakley County Election Commission, Poplar St., Dresden	ELECT
Weakley County Detention Center, 9522 Hwy 22, Dresden	DET CENTER
Weakley County Library, 341 Linden St, Dresden	LIBRARY
Westate Drug Court, 128 E. Main St, Suite C, Union City	Westate Drug Court

**SCHOOLS**

Dresden Elementary & Middle School, 759 Linden St., Dresden	DES & DMS
Dresden High School, 7150 Hwy. 22, Dresden	DHS
Gleason School, 92-99 State Championship Dr., Gleason	GLE
Greenfield Elementary School, 319 W. Main St., Greenfield	GES
Martin Primary School, 215 S. College St., Martin	MPS
Martin Elementary School, 300 College St., Martin	MES
Martin Middle School, 700 Fowler St., Martin	MMID
Sharon School, 254 N. Woodlawn St., Sharon	SHAR
Westview School, 8161 Hwy, 22, Martin	WSTV
Weakley County Adult Learning Center, 8250 Hwy 22, Dresden	ADLT LRNG CENTER
Weakley County Spec Edu Office, 8319 Hwy 22, Suite A, Dresden	SPEC EDU
Weakley County Central Office, 8319 Hwy 22, Suite A, Dresden	CENTRAL OFFICE

**CAFETERIAS**

Dresden Elementary Cafeteria, 759 Linden St., Dresden	DES
Dresden High School Cafeteria, 7150 Highway 22, Dresden	DHS
Gleason School Cafeteria, 1992 State Championship Dr., Gleason	GLEC
Greenfield School Cafeteria, 319 W. Main St., Greenfield	GFLDC
Sharon School, 254 N. Woodlawn St., Sharon	SHC
Martin Elementary School Cafeteria, 300 College St., Martin	MEC
Martin Middle School Cafeteria, 700 Fowler St., Martin	MMSC
Martin Primary School Cafeteria, 215 S. College St., Martin	MPSC
School Nutrition Program, 8319 Hwy 22, Suite A, Dresden	SNP

## PAPER SUPPLIES BID

FOR PERIOD OF JULY 2016 - DECEMBER 2016

### 1. COMPUTER / FAX SUPPLIES

85 X 11 COPY PAPER (20 MT) - CS

85 Y 14 COPY BARBER (30 WAT) CS

[illegible]

95 X 14 COLORED COPY PAPER BILL CS

8.5 X 11 COLORED COPY PAPER - BLUE - CS

8.5 X 11 COLORED COPY PAPER - GRAY - CS

8.5 X 11 COLORED COPY PAPER - LIGHT BLUE - CS

8.5 X 11 COLORED COPY PAPER - LAVENDER - CS

8.5 X 11 COLORED COPY PAPER - LIGHT PINK - CS

8.5 X 11 COLORED COPY PAPER - GREEN - CS

8.5 X 11 COLORED COPY PAPER - LIGHT GREEN - CS

8.5 X 11 COLORED COPY PAPER - PUMPKIN - CS

8.5 X 11 COLORED COPY PAPER - ORANGE- CS

8.5 X 11 COLORED COPY PAPER - BRIGHT ORANGE HUE - CS

8.5 X 11 COLORED COPY PAPER - ORANGE HAMMER MILL #10365-5 - CS

85 X 11 COLORED COPY PAPER - GOLDENROD - CS

8.5 X 11 COLORED COPY PAPER - BLUE - NEON - CS

8.5 X 11 COLORED COPY PAPER - ORANGE - NEON - CS

8.5 X 11 COLORED COPY PAPER - YELLOW - NEON - CS

8.5 X 11 COLORED COPY PAPER - GREEN - NEC

85 X 11 COLORED COPY PAPER - CANARY - CS

8.5 X 11 COLLORED COPY PAPER - PINK - NEON-CS

8.5 X 11 COLORED COPY PAPER - BUFF/IVORY - CS

8.5 X 11 COLORED COPY PAPER - PURPLE - NEON - CS

8.5 x 11 PERFORATED PAPER (20 WT) 2 HOLES PUNCHED IN EACH END & PERFORATED AT 1/3 OF PAGE - CASE (5RMS)

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## WEAKLEY COUNTY, TENNESSEE

## PAPER SUPPLIES BID

FY 2016-2017 ( BID #2017- 01)

FOR PERIOD OF JULY 2016 - DECEMBER 2016

DELIVERY TO BEGIN

**I. COMPUTER / FAX SUPPLIES**

## 1. PAPER SUPPLIES

[illegible]



**WEAKLEY COUNTY, TENNESSEE****BID FORM #2017- 01****FOR PERIOD OF JULY 2016- DECEMBER 2016****DELIVERY TO BEGIN JULY 20, 2016****TOTAL  
ITEMS****PRICE PER  
ITEM**

8.5 X 11 COPY PAPER (20 WT) - CS	898	\$
8.5 X 14 COPY PAPER (20 WT) - CS	28	\$
8.5 X 11 COLORED COPY PAPER - RED - CS	0	\$
8.5 X 11 COLORED COPY PAPER - YELLOW - CS	2	\$
8.5 X 11 COLORED COPY PAPER - BLUE - CS	0	\$
8.5 X 11 COLORED COPY PAPER - GRAY - CS	0	\$
8.5 X 11 COLORED COPY PAPER - LIGHT BLUE - CS	1	\$
8.5 X 11 COLORED COPY PAPER - LAVENDER - CS	3	\$
8.5 X 11 COLORED COPY PAPER - LIGHT PINK - CS	2	\$
8.5 X 11 COLORED COPY PAPER - GREEN- CS	0	\$
8.5 X 11 COLORED COPY PAPER - LIGHT GREEN- CS	2	\$
8.5 X 11 COLORED COPY PAPER - PUMPKIN- CS	1	\$
8.5 X 11 COLORED COPY PAPER - ORANGE - CS	0	\$
8.5 X 11 COLORED COPY PAPER - BRIGHT ORANGE - CS	0	\$
8.5 X 11 COLORED COPY PAPER - ORANGE HAMMER MILL #10365-5 - CS	1	\$
8.5 X 11 COLORED COPY PAPER - GOLDENROD - CS	3	\$
8.5 X 11 COLORED COPY PAPER - BLUE - NEON - CS	2	\$
8.5 X 11 COLORED COPY PAPER - ORANGE - NEON - CS	4	\$
8.5 X 11 COLORED COPY PAPER - YELLOW - NEON - CS	3	\$
8.5 X 11 COLORED COPY PAPER - GREEN - NEON - CS	7	\$
8.5 X 11 COLORED COPY PAPER - CANARY - CS	0	\$
8.5 X 11 COLORED COPY PAPER - PINK - NEON - CS	9	\$
8.5 X 11 COLORED COPY PAPER - BUFF/ IVORY - CS	0	\$
8.5 X 11 COLORED COPY PAPER - PURPLE - NEON - CS	4	\$
8.5 x 11 PERFED PAPER (20 WT) 2 HOLES PUNCHED IN EACH END & PERFORATED AT 1/3 OF PAGE - CASE (5RMS)	0	\$

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Fax/E-Mail: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## BIDDER'S CERTIFICATION

The Director of Finance requests, as a matter of policy, that any consultant or firm receiving a contract or award resulting from this Request for Sealed Bid issued by the County of Weakley, Tennessee, shall make certification as below. Receipt of such certification, under oath, shall be a prerequisite to the award of contract and payment thereof.

I (we) hereby certify that if the contract is awarded to our firm, partnership or corporation that no members of the elected governing body of Weakley County or member of his or her immediate family, including spouse, parents or children or any person representing or purporting to represent any member or members of the elected governing body, has received or has been promised, directly or indirectly any financial benefit, by way of fee, commission, finder's fee, political contribution or any similar form of remuneration on account of the act of awarding and/or executing this contract under a Request for Proposal.

Handwritten Signature of Authorized Principal(s):

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Name of Firm/Partnership/Corporation:

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

EXHIBIT D

BIDDER'S AFFIDAVIT NO. 1

TO: Director of Finance  
Weakley County, Tennessee

Having examined the General Bid requirements and specifications, we hereby submit this bid or bids. We further propose that the prices are correct and accurate and will remain in effect for \_\_\_\_ days. If the proposal or bid is accepted, the prices will remain in effect until the merchandise is delivered and installed. In the event that subsequent orders are placed for items included in this bid, the price will remain in effect for \_\_\_\_ days from the date of bid opening.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Company Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_